

**MEETING SUMMARY OF THE
COMMUNITY DEVELOPMENT COMMITTEE (CDC)
TUESDAY, MARCH 24, 2015 – 5:30 P.M.
CITY COUNCIL CHAMBERS - CITY HALL**

Present: Debra Branley, Randy Brody, Barbara Carr, Reyna Crow, Kristi Gordon, Hamilton Smith, Justin Perpich

Absent: Harrison Dudley

Staff: Keith Hamre, Karen Olesen, Ben VanTassel, Mike Palermo, Steve Bjelland

Roll call: 7 Present and 1 Absent. A Quorum was present.

Chairperson Barbara Carr called the meeting to order at 5:32 PM.

1. Welcome and Introductions:

- a. B. Carr opened the meeting and roll was taken.

B. Carr welcomed the Committee, Staff, and other persons present and called the meeting to order.

2. Approval of February 24, 2015 Meeting Summary

- a. B. Carr motioned, seconded by D. Branley to approve the February 24, 2015 Meeting Summary as submitted. Motion carried; unanimous.

3. Presentation on Section 504 and ADA – Mike Palermo

- a. K. Hamre introduced M. Palermo from Community Development and stated that M. Palermo was going to describe Section 504 and the ADA and how they impact CDBG funded agencies.
- b. M. Palermo presented on Section 504 and the ADA starting at 5:35 PM.

R. Crow commented on attitudinal barriers to Sec. 504 compliance in the city. K. Hamre responded that the purpose of the upcoming trainings for CDBG sub-recipients is to educate and re-train sub-recipients on federal law in order to reduce all barriers to access and increase sub-recipient compliance with the law.

4. 2016 Funding Priorities and Process

- a. B. VanTassel informed the Committee that the 2014 funding was soon to be closed out and that the 2015 period was about to begin. He spoke regarding the letter of invitation process, the intention behind that process, and the timeline for the process.
- b. K. Hamre stated that historical CDBG funding has gone to non-profit agencies; however there is limited opportunity to work with private business on covered activities. R. Crow asked if there is allowance for collaboration between private business and non-profit agencies and K. Hamre stated that there is.
- c. Committee members R. Brody, R. Crow, B. Carr, and J. Perpich expressed interest in funding entrepreneurial efforts and youth food programs and also tying funding into development efforts in western Duluth and the Lincoln Park area. B. Carr also expressed interest in formulating questions to ask of new agencies seeking funding to help inform Committee decision making.

- d. K. Hamre stated city staff will be providing the Committee with a list of non-profit agencies in the city of Duluth and that the April meeting will provide an opportunity to formulate questions and identify potential funding opportunities.

5. Update on Coordinated Assessment Process

- a. K. Olesen spoke on the current status of the \$30,000 allocated to the Coordinated Assessment Process. She spoke of the technical issues related to the 2-1-1 process, multiple agencies involved in CA, and implementation process of HMIS from the Wilder Foundation to homeless providers in the state.
- b. M. Palermo spoke regarding a questionnaire provided to provider agencies involved in the CA process and the intent behind the questionnaire. B. Carr commented on the nature of surveys and working with persons experiencing housing instability and crisis. B. Carr spoke about the need for an agency focused solely on managing intakes and processes related to the CA process. K. Hamre stated that the general intent of the questionnaire is to clarify what agency or agencies may play that role and that effort is being taken to streamline the interim process.
- c. Committee members commented on attitudinal barriers present in service provider agencies that impact how a person experiencing housing instability may or may not receive services.

6. Motion to adjourn:

- a. *Reyna Crow motioned, seconded by Debra Branley to adjourn the meeting at 6:56 PM. Motion carried; unanimous.*